

## ACCESSING THE WORK SEARCH LOG

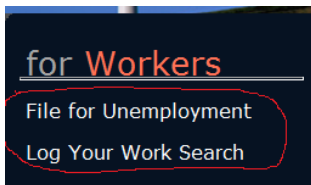
**PLEASE NOTE: THIS WORK SEARCH REQUIREMENT APPLIES ONLY TO CLAIMANTS WITH A NEW EMERGENCY UNEMPLOYMENT COMPENSATION (EUC) CLAIM ON OR AFTER MARCH 25, 2012.**

**To find out if you are in this category,  
see the Frequently Asked Question section at the end of this document.**

Claimants can access the Work Search Log using several methods.

- (1) Click on the link to access [Nebraska Department of Labor \(NDOL\) Home Page](#) and choose any of the three paths below (a-c).

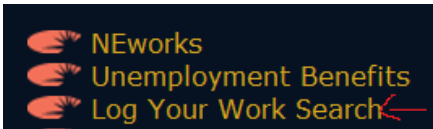
- (a) Under heading for **Workers**, click on [File for Unemployment](#) or [Log Your Work Search](#)



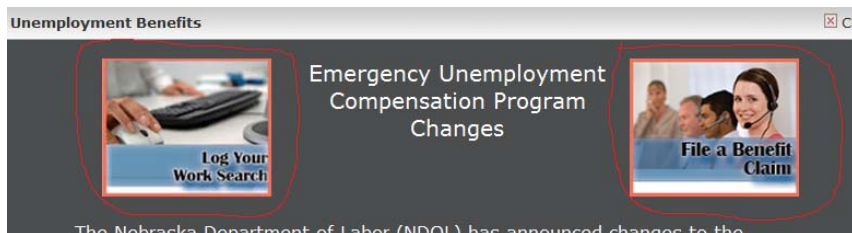
- (b) In the middle portion of the window, click on the icon “Log Your Work Search”



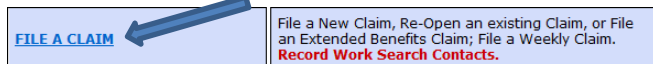
- (c) In the upper right hand corner, click the “Log Your Work Search” link



- (2) To access your account on the Benefit Payment System, click on “[Log Your Work Search](#)” or “[File a Benefit Claim](#).”



- (3) Click the link to [File a Claim](#) to record work search contacts.



- (4) In the Unemployment Insurance Sign In window, returning claimants sign into BPS entering SSN# & Pin

\*Indicates required fields

**NEW CUSTOMER?** If you've never established a pin number, you are a new customer.  
[New Customer Registration](#)

**RETURNING CUSTOMER?** You are a returning customer if you've previously established a pin number, even if you do not currently have an unemployment claim.

\*SSN :  -  -   
\*PIN :

[Need Help?](#)

**NEED TO CHANGE YOUR PIN NUMBER?** [Change PIN](#)  
If you forgot your original pin number please call the Nebraska Claims Center at 402-458-2500 Monday - Friday, 8am - 5pm. The NCC representative will reset your pin for you.

[Nebraska's Security, Privacy and Accessibility Policy](#)

- (5) Once the claimant reaches the Work Search Log entry screen, enter all or part of the two required work search contacts for the week indicated at the top of the screen.
- The employer name is **required** in each of the Employer Details.
  - If the Date of Contact is entered, it must be a valid date.
  - If the phone number is entered, it needs to be a completed phone number.
    - Claimants can cancel off this screen, **but will lose information not submitted**.
    - Claimants can provide/submit partial information on this screen to modify or add to their employer contact information up to the time the week closes (midnight Saturday).

### IMPORTANT:

Claimants must have a current claimed week in the Benefit Payment System to have a current week available to record a work search. For instance, if a claimant has not claimed a benefit week because he or she just started a claim, that claimant will not be able to log a work search. Once a week is claimed, the claimant will have until the following Saturday at midnight to complete the work search.

### ORDER OF EVENTS - example

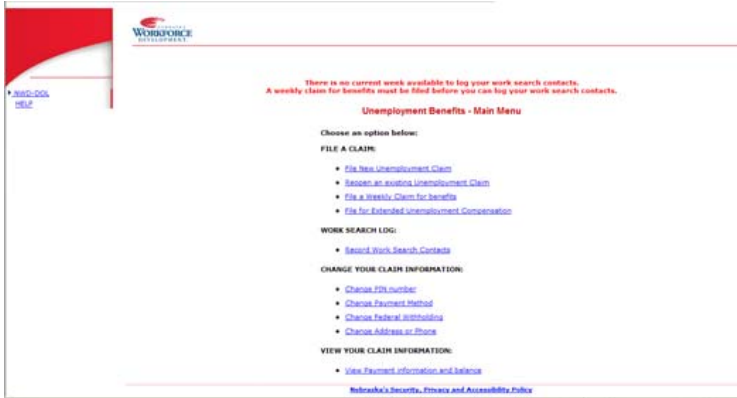
- Monday, March 26: Claimant files first EUC Tier 1 or Tier 2 claim
- Sunday, April 1: Claimant claims the week of Sunday, March 25-Saturday, March 31
- Anytime between Sunday, April 1-Saturday, April 7 at midnight: Time period during which claimant must record his or her work search for the week ending March 31

The CLEAR button on this screen clears all fields. If the claimant has submitted information and goes back in and presses the clear button, it will clear all fields. The claimant should then use the CANCEL button to get off this screen. The claimant can go back in to the Work Search Log screen and the original submitted information will

still be there. If the claimant tries to submit after clearing the whole screen, a pop up message will appear indicating that the Name of an Employer is mandatory. **Note**--The claimant must re-enter what was just cleared.

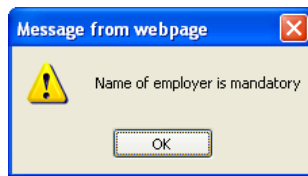
### **Examples of Error Messages:**

Error message displays on the Benefits Main Menu screen if the claimant doesn't have a current certified week.

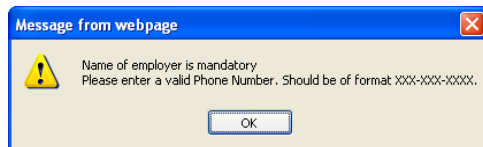


Error messages

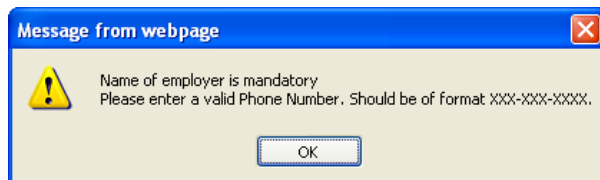
- (a) If the employer name is missing when the page is submitted.



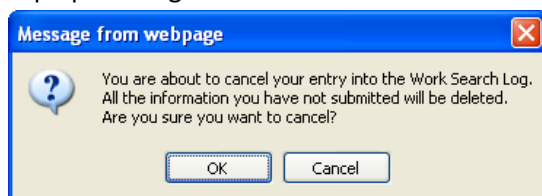
- (b) If Employer Name is missing and the Phone Number is not complete when the page is submitted.  
The Phone Number is not required entry, but if it is entered is must be a complete number.



- (c) If the Employer Name is missing and the Date of Contact is not a valid date when the page is submitted.  
The Date of Contact is not a required entry, but if it is entered is must be a valid date.



- (d) Pop up message when claimant uses the CANCEL button.



## FREQUENTLY ASKED QUESTION:

***“HOW DO I KNOW IF I HAVE A NEW EUC TIER 1 or TIER 2 CLAIM ON OR AFTER MARCH 25, 2012?”***

Go to the [screen where you normally enter your claim information](#) and choose “View Your Claim Information.” Then enter your Social Security # and Pin #.

 Sunday, April 08, 2012

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Welcome	
<b>FILE A CLAIM</b>	File a New Claim, Re-Open an existing Claim, or File an Extended Benefits Claim; File a Weekly Claim. <b>Record Work Search Contacts.</b>
<b>CHANGE YOUR CLAIM INFORMATION</b>	Change your PIN number, payment method and/or direct deposit bank information, federal tax withholding, or address/phone.
<b>VIEW YOUR CLAIM INFORMATION</b>	View payment information and claim balance; view 1099 tax statement.
<b>FILE AN APPEAL</b>	Disagree with a determination on your claim? File an appeal.
<b>FAQ</b>	Frequently Asked Questions about Unemployment Benefits.


→

PREFER TO CLAIM BY PHONE? [Click here for information](#)

**Maintenance Message:** During routine maintenance times, the Unemployment Insurance Web site and Telephone system will be unavailable. These times are: Monday through Friday from 12:00 am to 6:00 am and Saturday from 5:00 am to 6:00 am.

**Special Information:** If you have a pop-up blocker turned on (for example, one in Internet Explorer and another from your Internet service provider (ISP)). Add [uibenefits.nwd.ne.gov](http://uibenefits.nwd.ne.gov) to your allowed addresses in each pop-up blocker you are using or turn off all your pop-up blockers. For complete and easy use of our web application please enable Java Script on your computer. If this presents a problem, you may also file for benefits by calling our Claims Center.

Choose “View Payment information and balance”



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- [Reopen an existing Unemployment Claim](#)
- [File a Weekly Claim for benefits](#)
- [File for Extended Unemployment Compensation](#)

WORK SEARCH LOG:

- [Record Work Search Contacts](#)

CHANGE YOUR CLAIM INFORMATION:

- [Change PIN number](#)
- [Change Payment Method](#)
- [Change Federal Withholding](#)
- [Change Address or Phone](#)

VIEW YOUR CLAIM INFORMATION:

- [View Payment information and balance](#)
- [View 1099 Tax Form](#)

FILE AN APPEAL:

- [FILE AN APPEAL](#)

**IN YOUR CLAIM INFORMATION, IF THERE IS AN ENTRY ON OR AFTER 3-25-2012 FOR “EUC EFFECTIVE DATE,” YOU ARE SUBJECT TO THE WORK SEARCH LOG REQUIREMENTS.**



<b>Claimant Name</b>	:		<b>Claimant SSN</b>	:	
<b>Current Address</b>	:		<b>Claim Status</b>	:	Regular Active Claim
Street	:		<b>Claim File Date</b>	:	03/02/2011
City	:				
State/Province	:	NEBRASKA			
ZIP Code	:	68025-4901	<b>Resident County</b>	:	
<b>EUC Effective Date</b>	:	04/01/2012	<b>EUC BYE Date</b>	:	09/29/2012
Weekly Benefit Amount	:	\$ 46.00	<b>Overpayment Balance</b>	:	\$ 0.00
Maximum Benefits Payable	:	\$ 920.00	<b>FAC Overpayment Balance</b>	:	\$ 0.00
Total Benefits Paid to date	:	\$ 0.00			
Balance Payable	:	\$ 920.00			
Total FAC paid to date	:	\$ 0.00			
Total Paid Amount	:	\$ 0.00			
<b>Most Recent Week Claimed</b>	:	04/07/2012			
<b>Week Paid(Yes)(No)</b>	:	No	<b>Reason</b>	:	Week is claimed but not yet processed.